



**JEFFERSON LAB EH&S COMMITTEE MEETING
MINUTES OF MEETING**

May 3, 2002

9:00 AM - 10:00 AM, CEBAF A110

IN ATTENDANCE

JEFFERSON LAB EH&S Committee Members:

James Murphy (Chairman)
John Kelly

Charles Reece
Dennis Skopik

JEFFERSON LAB EH&S Committee Advisors:

Tom Hassler
Bruce Ullman

Scott Schwahn for Bob May

Other Representatives:

Linda Even
Hugh Williams

Bert Manzlak
Barbara Morgan

1. Agenda was accepted. Meeting was called to order at 9:00am.
2. Charles Reece provided a brief description of the Accelerator EH&S Department's new organization. Attached are his notes explaining the duties and responsibilities of individuals under his direction.
3. Jim Murphy led a discussion regarding the duties and responsibilities of EH&S Chapter reviewers. It is the responsibility of chapter reviewers to give those who are directly impacted by changes the opportunity to review contemplated revisions prior to sending the chapters on to the next level.
 - a. It was noted that there is an E-mail sent to Supervisors listing what chapters have been changed. Several individuals had not known this. Charlie Reece will look into getting the E-mail listing updated.
 - b. It was also requested that Manual Level 2 and 3 drafts be distributed for review in electronic format as E-mail attachments. The recipient can then review and respond either by E-mail or by hard copy that they print out. It is felt that this method will make it easier to further distribute the file to those who have an interest in any revisions or changes.
4. Linda Even lead a discussion regarding the Environmental Chapters (6700 series) in the EH&S Manual. These chapters contain many pages of technical details that are of interest to a very small number of people. The proposed plan is to offer an "EH&S Manual - Environmental Addendum" which will include these specialized sections (often Technical Appendices). No information will be lost and the Addendum will be available to all who

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need or want to see it. The EH&S Manual will become less voluminous and therefore more user friendly.

The planned change will occur over an extended period as the environmental chapters are reviewed and revised.

5. Tom Hassler asked that the lab consider providing for the eventuality of an on-site fatality. This would include a listing of policies and procedures, action plan, contact names, and training of individuals.
6. Tom Hassler also reviewed his plan for the delegation of duties set up in anticipation of his retirement.
7. Meeting was adjourned.

Attachments: EH&S Department Organization
Memorandum – May 2002 Emergency Management Progress Report

Highlights: EH&S Reporting Activities for April 2002
Administration Division Notes for EH&S Committee – 5/3/2002
Accelerator Division Highlights – April 2002